RANGELAND ADMINISTRATION SYSTEM

PRIVACY IMPACT ASSESSMENT

MAY 3, 2004

L&RPO: RAS-XXX-PIA-DV1.01-05/03/04

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
LAND & RESOURCES PROJECT OFFICE
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Revision/Change Record

Revision	Date	Authorization (Optional)	Revision/Change Description	Pages Affected
V1.00	8/13/03		Initial Release	All
V1.01	5/3/04		Updated to 3/1/04 DOI guidelines.	All

Name of Project: Rangeland Administration System (RAS)

Bureau: Bureau of Land Management

Project's Unique ID: 010-04-01-02-02-0423-00-117-057

A. CONTACT INFORMATION:

1) **Who is the person completing this document?**

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B. SYSTEM APPLICATION/GENERAL INFORMATION:

1)   Does this system contain any personal information about individuals?
>   **a. Is this information identifiable to the individual[1]?**

Yes.

b. Is the information about individual members of the public?

Yes, it contains:

➢   The name, address and telephone number of permittee and lessees (referred to as "Operator" authorized to graze livestock on BLM administered public land is included in the system.
➢   The name of the authorized representative for the permittee or lessee.
➢   The in-care-of-name for the permittee or lessee.
➢   Courtesy Bill name (CB Name) (same as permittee/lessee name).
➢   Courtesy Bill Attention to name. This is the name of the representative of the state organization (e.g., Idaho Rangeland Resource Commission) along with the work address and phone number.

c. Is the information about employees?

Yes, the RAS system maintains audit trails of modifications to database records. The logs contain the user-ID for the employee who modified the database record, which indirectly identifies said employee.

The RAS system also contains the names of BLM employees performing compliance assessments.

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[1] "Identifiable Form" - According to the OMB Memo M-03-22, this means information in an IT system or online collection: (i) that directly identifies an individual (e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc.) or (ii) by which an agency intends to identify specific individuals in conjunction with other data elements, i.e., indirect identification. (These data elements may include a combination of gender, race, birth date, geographic indicator, and other descriptors).

The RAS PIA was previously submitted with the OMB Exhibit 300 in August 2003. The RAS PIA was also submitted with the IT Security Certification & Accreditation documentation in September 2003.

2) What is the purpose of the system/application?

RAS consists of three environments:

➢ A transactional side in which rangeland authorization and billing data is captured, analyzed, edited and committed to permanent records.

➢ A reporting side provides standard and ad hoc reports to users and customers.

➢ A security module, the BLM Application Security System (BASS) that was deployed in September 2002 and applied to RAS in July 2003, manages the password security and application access for BLM applications.

The Rangeland Administration System (RAS) is a modular, platform independent, web-based business application that utilizes centralized databases (transaction and reporting). It replaced the BLM's legacy DOS-based Grazing Authorization and Billing System (GABS). The Intranet-accessible RAS database issues some 18,000 applications and 2,400 grazing authorizations (permits and leases) annually. RAS creates approximately 22,000 grazing bills per year.

This bill data is then read and imported into BLM's Collection and Billing System (CBS) for tracking, collection, and distribution of grazing receipts.

The RAS system maintains electronic files on operators, authorizations, allotments, reports on grazing resources, and grazing bill history. Data from these files is used in the preparation of the BLM Publication "Public Land Statistics."

The modular RAS system design allows for future interfaces with the Rangeland Improvement Project System (RIPS), National Integrated Land System, and other relevant BLM activities.

RAS is accessible from the Internet for the Public Land Statistics report. The placement of other RAS reports on the RAS public (internet site) is under review by Washington Office rangelands program staff.

3) What legal authority authorizes the purchase or development of this system/application?

Taylor Grazing Act, 43 U.S.C. 315, 316; Federal Land Policy and Management Act, 43 U.S.C. 1701; and Public Rangelands Improvement Act of 1978, 43 U.S.C. 1901, and 43 U.S.C. 118d.

C. DATA in the SYSTEM:

1) What categories of individuals are covered in the system?

a. The name, address and telephone number of permittee and lessees (referred to as "Operator" authorized to graze livestock on BLM administered public land is included in the system.

b. The name of the authorized representative for the permittee or lessee.

c. The in-care-of-name for the permittee or lessee.

d. Courtesy Bill name (CB Name) (same as permittee/lessee name).

e. Courtesy Bill Attention to name. This is the name of the representative of the state organization (e.g., Idaho Rangeland Resource Commission) along with the work address and phone number.

f. The name of BLM employees performing compliance assessments.

2) What are the sources of the information in the system?

a. Is the source of the information from the individual or is it taken from another source? If not directly from the individual, then what other source?

1. Permittee/Lessee name, address and phone number come from grazing applications submitted by permittees and lessees.

2. Authorized representative name comes from the permittee/lessee.

3. Care of name comes from the permittee/lessee.

4. Courtesy Bill name is the same as the permittee/lessee name and comes from the permittee/lessee.

5. Courtesy Bill attention name comes from the government agency representative.

b. What Federal agencies are providing data for use in the system?

None

c. What Tribal, State and local agencies are providing data for use in the system?

The state of Idaho provides (on paper) the name of their contact for the Idaho Rangelands Resources Commission.

d. From what other third party sources will data be collected?

None

e. What information will be collected from the employee and the public?

1. Permittee/Lessee name, address and phone number come from grazing applications submitted by permittees and lessees.

2. Authorized representative name comes from the permittee/lessee.

3. Care of name comes from the permittee/lessee.

4. Courtesy Bill name is the same as the permittee/lessee and comes from the permittee/lessee.

5. Courtesy Bill attention name comes from the government agency representative.

6. The name of the employee that performed a compliance check is entered in the system.

3) **Accuracy, Timeliness, and Reliability**

a. **How will data collected from sources other than DOI records be verified for accuracy?**

Discussions with the permittees and lessees

b. **How will data be checked for completeness?**

Discussions with the permittees and lessees

c. **Is the data current?** What steps or procedures are taken to ensure the data is current and not out-of-date? Name the document (e.g., data models).

Permits, leases, applications, bills and correspondence are sent to the permittees and lessees regularly and periodic telephone and face-to-face contacts are made with the permittees and lessees.

d. **Are the data elements described in detail and documented?** If yes, what is the name of the document?

RAS database model:

S:\Project_Library\RAS\2-Frozen_&_Baselined\00-Documentation\Database Model\ ras_model

RAS Software Requirements Specification

S:\Project_Library\RAS\2-Frozen_&_Baselined\00-Documentation\Software_Requirements_Specification\ Current_Version\ver_1.10_Update_Since_Deployment_(2003-06-04)

D. **ATTRIBUTES OF THE DATA:**

1) **Is the use of the data both relevant and necessary to the purpose for which the system is being designed?**

Yes.

2) **Will the system derive new data or create previously unavailable data about an individual through aggregation from the information collected, and how will this be maintained and filed?**

No.

3) **Will the new data be placed in the individual's record?**

No, see number 2 above.

4) **Can the system make determinations about employees/public that would not be possible without the new data?**

No.

5) **How will the new data be verified for relevance and accuracy?**

N/A, see number 4 above

6) **If the data is being consolidated, what controls are in place to protect the data from unauthorized access or use?**

BLM employee and contractor users of the system access the system only with a user ID and password that is approved by BLM authorized officials and users are required to complete an annual security training course. The password is a hard password and is encrypted in the BASS system. The network is protected with a firewall and other protections provided by the BLM Enclave GSS. They can only access RAS after they have signed into the BLM Intranet with another user ID and password. Users are restricted in their ability to change data based on their assigned permission level (query, user, manager, owner, and administrator). Each user group has specific data modification privileges based on their job functions.

7) **If processes are being consolidated, are the proper controls remaining in place to protect the data and prevent unauthorized access?** Explain.

Yes. Only system users described in number 6 above have access to the data. The same controls described there apply here.

8) **How will the data be retrieved?** Does a personal identifier retrieve the data? If yes, explain and list the identifiers that will be used to retrieve information on the individual.

A unique identifier is assigned to all permittees and lessees and is used to expedite processing of information. Information can be retrieved with either the unique identifier or the name of the permittee/lessee.

9) **What kinds of reports can be produced on individuals? What will be the use of these reports? Who will have access to them?**

Report	Privacy Information	Use	Accessed by
Authorization Folder Labels	Operator Name	Internal BLM office use for labeling folders	BLM RAS authorized employees
Allotment Master	Operator Name	Internal BLM office report	BLM RAS authorized employees
Authorization Master	Operator Name, address, phone #, Authorized Representative name, Care of name	Internal BLM report	BLM RAS authorized employees
Bill History	Operator Name	Internal BLM report	BLM RAS authorized employees

Report	Privacy Information	Use	Accessed by
Compliance annual Inspection Register	Operator Name BLM inspector name	Internal BLM office use	BLM RAS authorized employees
Compliance Inspection Register	Operator Name	Internal BLM office use	BLM RAS authorized employees
Mailing Labels	Operator Name and address	For mailing letters to permittees and lessees.	BLM RAS authorized employees
Operator Master	Operator name, address, phone #, Authorized representative name, Care of name	Internal BLM office use	BLM RAS authorized employees
Permits Issued	Operator name	Internal BLM office use	BLM RAS authorized employees
Permits to expire	Operator name	Internal BLM office use	BLM RAS authorized employees
Warning Report	Operator name	Internal BLM office use	BLM RAS authorized employees
Exchange of Use	Operator name	Authorization document for use of privately controlled lands within an allotment.	BLM RAS authorized employees. Paper copies are provided to the permittee/lessees.
Grazing Application	Operator name	Document used to apply for a grazing authorization.	BLM RAS authorized employees. Paper copies are provided to the permittees/lessees.
Grazing Permit	Operator name	Document that authorizes use of public lands for grazing	BLM RAS authorized employees. Paper copies are provided to the permittees/lessees.
Permit Renewal	Operator name	Document used to	BLM RAS authorized

Report	Privacy Information	Use	Accessed by
		apply for renewal of a grazing permit or lease	employees. Paper copies are provided to the permittees/lessees.
Grazing Bill	Operator name, address, phone, authorized representative, care of name	Document use to assess fees for grazing use of the public lands	BLM RAS authorized employees. Paper copies are provided to the permittees/lessees.

E. MAINTENANCE AND ADMINISTRATIVE CONTROLS:

1) **If the system is operated in more than one site, how will consistent use of the system and data be maintained in all sites?**

   RAS is not operated in more than one site, it is a web based application with a centralized application server and centralized data bases.

2) **What are the retention periods of data in this system?**

   Grazing bills are perpetual records and are never deleted from the system. All other records are temporary and are replaced when the record is updated.

3) **What are the procedures for disposition of the data at the end of the retention period? How long will the reports produced be kept? Where are the procedures documented?**

   See number 2 above.

4) **Is the system using technologies in ways that the DOI has not previously employed (e.g., monitoring software, Smart Cards, Caller-ID)?**

   No.

5) **How does the use of this technology affect public/employee privacy?**

   N/A, see number 4 above

6) **Will this system provide the capability to identify, locate, and monitor individuals? If yes, explain.**

   The system provides the capability to identify, locate and monitor Permittee/lessee grazing activities and maintains a mailing address to which correspondence, permits, leases, applications, and bills can be sent.

7) What kinds of information are collected as a function of the monitoring of individuals?

   The numbers and kinds of livestock that are grazing BLM public lands and when grazing is occurring is collected.

8) **What controls will be used to prevent unauthorized monitoring?**

Access to RAS is controlled by user IDs and passwords into the BLM Intranet and to the RAS application (through the BLM Application Security System) by user IDs and strong passwords. The BLM Enclave GSS has security against unauthorized access to the BLM Intranet.

9) **Under which Privacy Act systems of records notice does the system operate? Provide number and name.**

LLM-2: Range Management System

10) **If the system is being modified, will the Privacy Act system of records notice require amendment or revision? Explain.**

No. Data and system purposes have not changed.

F. **ACCESS TO DATA:**

1) **Who will have access to the data in the system?** (E.g., contractors, users, managers, system administrators, developers, tribes, other)

BLM authorized employee users, managers, system administrators and contractors.

2) **How is access to the data by a user determined?** Are criteria, procedures, controls, and responsibilities regarding access documented?

   a. Network user ID and password to access the BLM Intranet

   b. BASS user ID and password to access RAS

   c. Permission groups (query only, user, manager, owner, and administrator). Each permission group has specific access restrictions.

All criteria, procedures, controls and responsibilities regarding access are documented in the RAS System Requirements Specification, User Guide, Rules of Behavior, DOI security policy, etc.

3) **Will users have access to all data on the system or will the user's access be restricted? Explain.**

No. User access is restricted to those areas for which they have responsibilities, as discussed in number 2 above.

4) **What controls are in place to prevent the misuse (e.g., unauthorized browsing) of data by those having access?** (Please list processes and training materials)

Transaction users (change, read, update, delete) are limited to their specific office/s and permission level. Access to RAS reporting is limited to BLM personnel with access to the BLM Intranet and need to know. RAS reporting is limited to standard BLM Intranet reports and adhoc query.

5) **Are contractors involved with the design and development of the system and will they be involved with the maintenance of the system**? If yes, were Privacy Act contract clauses inserted in their contracts and other regulatory measures addressed?

Contractors were involved with the design and development of the system and will be involved with the operations and maintenance of the system.

Privacy Act clauses are included in <u>Section H – Special Contract Requirements.</u>

6) **Do other systems share data or have access to the data in the system? If yes, explain.**

Yes. The BLM Collection and Billing System (CBS) has read only access to the RAS data so that it can process grazing bill payments received and take collection actions on unpaid bills.

7) **Who will be responsible for protecting the privacy rights of the public and employees affected by the interface?**

All BLM employees and contractors have been trained in their security responsibilities and are limited to specific system granted functions.

8) **Will other agencies share data or have access to the data in this system (Federal, State, Local, Other (e.g., Tribal))?**

No.

9) **How will the data be used by the other agency?**

N/A, see number 8 above.

10) **Who is responsible for assuring proper use of the data?**

N/A, see number 8 above.

See Attached Approval Page

The Following Officials Have Approved this Document

1) **System Manager**

   /S/ Leslie M. Cone_____   **(Signature)**   **Date:** __*8/22/03*_____

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2) **Bureau IT Security Manager**

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3) **IT Security Manager**

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4) **Privacy Act Officer**

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   Title: BLM Privacy Act Officer